

Bid Ref No: 14.13  
Date: 4/3/14

**COUNTY OF MADISON  
DIVISION OF PURCHASE  
MADISON COUNTY OFFICE BUILDING  
WAMPSVILLE, NEW YORK 13163**

**COPY OF LEGAL ADVERTISEMENT**

Pursuant to Section 103 of the General Municipal Law, sealed Proposals for:

**CLOSED CAPTION SEWER INSPECTION  
CAMERA AND SOFTWARE**

will be received at the Office of the Purchasing Agent, Madison County Office Building, 138  
N. Court Street, Wampsville, NY 13163 until **10:00 AM (Local Time) on Thursday, April 17, 2014.**

Specifications available at: [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov) .

Right reserved to reject any or all Bids.

**REQUIRED FOR DEPARTMENT:** Madison County Sewer District

**DELIVERY TO:** As Specified

**DATED:** April 3, 2014

Cindy Urtz  
Purchasing Agent

**INVITATION**

**SEALED PROPOSALS, SUBJECT TO THE CONDITION AS SHOWN  
HEREIN, REQUESTED ON THE FOLLOWING ITEM FOR THE  
DEPARTMENT AS MENTIONED, WITH THE DELIVERY TO  
DESTINATION SHOWN. PROPOSAL SHALL INCLUDE ALL  
CHARGES.**

**THESE SHEETS SHOULD REMAIN INTACT**

**--- DO NOT DETACH ---**

**COUNTY OF MADISON**  
**GENERAL CONDITIONS AND**  
**INSTRUCTIONS TO BIDDERS**

1. Original bids will be submitted in sealed envelopes at the Purchasing Department, Second Floor, Madison County Office Building, 138 N. Court Street, Wampsville, New York 13163 at **10:00 a.m. on Thursday, April 17, 2014 .**
2. A copy of the Specifications and Form of Bid is available at: [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov) .
3. Any deviations from the foregoing Specifications must be itemized in detail to receive consideration. Any Bid containing deviations that are not noted and explained fully will not be considered a complete Bid. Madison County reserves the right to decide whether deviations from Madison County Specifications are equal.
4. The Contract for the purchase of the above Item(s) will be awarded by the Purchasing Agent to the lowest responsible Bidder. In cases where two or more responsible Bidders submit identical Bids as to price, the Purchasing Agent may award the Contract to any of such Bidders. **The Purchasing Agent may reject all Bids and re-advertise for new Bids.**
5. Guarantee supplied with Bid shall be the manufacturer's standard guarantee. Said guarantee shall not begin to take effect until the day of delivery.
6. Bidder must state location and availability of products, including available hours.

7. **PROPOSAL:**

No bid will be accepted from or Contract awarded to any person who is in arrears to the County of Madison upon debt or Contract or who is in default as surety or otherwise, upon any obligation to said County of Madison.

All proposals shall be made on the forms herein provided and in the manner stated. No additional or qualifying clauses shall be written in.

The successful bidder shall agree, upon award of the Contract not to assign or sublet his Contract or any interest therein without first obtaining the written consent of the County Purchasing Agent.

8. In case of default by the Bidder or Contractor, the County of Madison may procure the articles or services from other sources without notice and hold the Bidder or Contractor thereby responsible for any excess cost occasioned.

9. **PAYMENTS**

The County of Madison will pay the Bidder or Contractor the amount of his Bid upon the faithful performance of the Contract and upon the approval of the bills by the Board of Supervisors of the County of Madison. Partial payments for delivered items or quantities of a Bid may be made by the County upon presentation of properly executed claim voucher, unless otherwise stated herein by the County when the materials, supplies, equipment or service have been fully delivered or completed to the full satisfaction of the head of the County Department for which same is being furnished.

10. The Bidder, if awarded an Order or Contract, agrees to protect, defend, and save harmless the County against any demand for payments for the use of any patented material, process, article, or device, that may enter into the manufacture, construction or form a part of the work covered by either Order or Contract; and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for or on account of any injuries or demands received or sustained by any group or parties, by or from any acts of the Contractor, his servants, or agents.

11. The General Code of the State of New York, and all Local Laws insofar as they apply to the Laws of the Competitive Bidding, Contracts, and Purchases, are made a part thereof.
12. Purchases by the County of Madison are not subject to any Federal, State or City Sales Tax. Exemption Certificates will be executed upon request when necessary form is furnished.
13. Price quoted shall be net, less all taxes and shall include delivery, all transportation and delivery charges prepaid to destination.
14. Cash or early payment discounts will not be considered in determining low Bidder.
15. Proposals must be submitted on the **ATTACHED ORIGINAL PROPOSAL FORMS** in a sealed envelope. The envelope shall be endorsed on Face with the name of the firm making the Proposal, the date of its presentation and the title for which the Proposal is made. Proposals at the option of the Bidder, may be mailed to the above address, but must be received by the time and date stipulated.
16. **BIDDERS PLEASE NOTE:** The words "OR EQUAL" shall be considered added to each Specification.
17. The Board reserves the right to require any Bidder to submit a sample either before or after the awarding of the Bid to ascertain whether or not the product will be suitable for the purpose for which it is to be used. Whenever a particular article has been specified by a manufacturer's designation, such designation is made as a general standard, and is not intended to restrict competitive bidding. Any other make may be offered if the product is equivalent to that mentioned as the standard. The Board shall be sole judge as to acceptable equivalency. Samples shall be submitted free of charge upon request and be identified with the Bidder's name and address.
18. Submission of a Proposal will be construed as indication that the Bidder is fully informed as to the materials satisfactorily to the full extent indicated on the PROPOSAL FORMS. His proposal shall include the furnishing of materials, as required, as well as delivery and other transit charges, including individual items placed on back order.
19. The Purchasing Agent reserves the right to award Bids on the basis of individual Items or on total sums of pages or groups, whichever will be for the benefit of the Board. Also, the Purchasing Agent reserves the right to increase or decrease the quantity of any item at the same unit price indicated by a Proposal at the time the Award is made.

#### **CORPORATE COMPLIANCE**

20. The County will conduct appropriate screening on all bids received to ensure and verify that the business/entity has not been sanctioned/excluded by Federal or State law enforcement, regulatory or licensing contractor. The County will also verify that entities and businesses that provide and/or perform services for the County have not been the subject of adverse governmental actions and/or excluded from the State or Federal healthcare programs. No bid will be accepted by the County from any business and/or entity who is sanctioned/excluded by Federal or State law enforcement, regulatory or licensing contractor. By signing and submitting this bid proposal, you are attesting to that fact that you and/or the entity, which you represent, have not been sanctioned nor excluded by and of the aforementioned entities.
21. The following five items will automatically render a Bid unacceptable to Madison County:
  - A. Failure to sign Bid Proposal Page.
  - B. Failure to sign Non-Collusive Bidding Certificate.
  - C. Failure to include necessary Bid Deposit.
  - D. Failure to sign and notarize Certification Of Compliance With The Iran Divestment Act
  - E. Failure to submit **ORIGINAL PROPOSAL FORMS**

It shall be fully understood that any deviations from the inclusion of the above Items will be grounds to see the Bid as non-compliant and will not be considered for Award.

22. Purchases under prices quoted in this Bid may be made by any political subdivision in Madison County. Subdivision dealing directly with the successful Bidder.
23. IT Purchases through Federal Schedule 70 – Pursuant to GML 103 (1-b) local governments can bypass the Usual bidding process for IT equipment. They are authorized to purchase information technology and tele-Communications hardware, software and professional services through cooperative purchasing permissible pursuant to federal general services administration information technology schedule seventy.
24. Piggybacking on Other Government Contracts – Pursuant to GML 103 (16), local governments are allowed to “make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, may make such purchases, or may contract for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, as may be required by such county, political subdivision or district therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities.”
25. Purchases Through Other Federal Government Schedules – Pursuant to GML 104 (2) local governments can bypass the usual bidding process making purchases through other federal schedules as provided by the US General Services Administration.
26. **MATERIAL SAFETY DATA SHEETS:** The successful Bidder shall be responsible for the provision of the MSDS's to the County prior to introducing hazardous materials on to the site, assuring compliance before work is started and disseminating any information to the County employees concerning significant chemical hazards that the successful Bidder is bringing to the County's work place. The MSDS's will be maintained by the County as long as those materials are present. It is the responsibility of the successful Bidder to train its own employees.
27. Guaranteed delivery on all items bid must be within thirty (30) working days of orders placed with successful Bidder. If the Vendor fails to deliver all or part of the items ordered within the thirty (30) working day period, the Vendor shall reimburse the County an amount equal to the difference between the Bid Price and whatever cost the County incurs in acquiring the undelivered items from another source.
28. **QUANTITIES:** The annual quantities listed in the Proposal are estimated only, based on requirements filed with the Purchasing Department. The Contract, however, shall be for the quantities actually ordered during the Contract period. Items will be ordered on an "As Needed Basis".
29. The County Purchasing Agent reserves the right to award the bid in part or in total within 45 days of bid.
30. **INSURANCE**  
  
When contracted work is required, at least two business days before execution of the Contract, the Contractor shall furnish necessary certification of any required insurance.
31. **Best Value Authority**  
  
Pursuant to Local Law No. 5 of the year 2013, the Purchasing Agent may award purchase contracts, including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Labor Law Article 8, on the basis of best value, as defined in State Finance 163, to a responsive and responsible bidder or offeror.
32. Contact Person:

**Jim Cunningham**  
**315-655-2261**

**CLOSED CAPTION SEWER INSPECTION CAMERA AND SOFTWARE**  
**TECHNICAL SPECIFICATIONS**

The camera system shall be a complete color televising system for inspecting 8" to 48" sewer lines. The system shall be designed to inspect underground mainline sewers from manhole entries. The system shall have 700 feet of fiber armored video cable.

**COMPONENT LIST**

- 1 - Color zoom pan & tilt camera with 10:1 optical zoom and 4:1 digital zoom
- 1 - New style Portable Reel with built-in controller, power rewind, automatic levelwind, and on-screen footage counter.
- 1 - 700 feet of fiber armor cable assembly.
- 1 - 20' interconnect 1/4 inch stainless steel cable from control unit to cable reel
- 1 - 5 pin extension cable 30" in length.
- 1 - Camera control unit assembly will be mounted in shock resistant shipping and transportation case including the following built-in major components:
  - 1 - Color TV power control unit for camera and light head power
  - 1 - 110V AC
  - 1 - Volt and amp meters with selector switch for camera and light power readings
  - 1 - Light power intensity control knob
  - 1 - 10 to 12 inch color LCD monitor
  - 1 - Built-in DVR player/recorder with 80 GB hard drive
  - 1 - Built-in tractor controller
  - 1 - Built-in light head control for 3 different light heads
  - 1 - Data Display System with digital on-screen footage and keyboard
- 1 - Storage space for power cords and lamps
- 1 - Maintenance & Operating manual
- 1 - Monitor sun shield.
- 1 - Wheeled transporter for 8"-48" pipe
- 1 - Aluminum top manhole roller
- 1 - Tyger-tail cable guide or equal

**Options:**

**ZOOM PAN AND TILT COLOR CAMERA**

The zoom pan and tilt color camera shall be a flexible tool when used for inspecting storm/sanitary sewer and similar pipe applications.

The camera's color image sensor, lens, lighthouse and remote controlled pan and tilt shall function together to provide the camera operator with complete spherical viewing of pipe joints, walls and lateral connections. The focus and iris shall be remote controlled from the hand held remote control and from the power control unit. The camera shall be waterproof, shock and vibration resistant and is designed to operate inside 6" to 48" pipe.

The camera shall operate on complete digital communication.

**Mechanical:**

Max. Head Rotation: 360 Degrees Axial  
Zoom: 10:1" optical zoom and 4:1 digital zoom  
Enclosure: Aluminum or Stainless Steel  
Pan Head Diameter: 4" OD  
Min. ID to Rotate Axes Inside Pipe: 4.25"  
Max. Shock: 70G  
Max. Vibration: 7G  
Temperature: -10 to +50 Celsius  
Waterproof: Camera to 70 PSI

**Electronics:**

Max. Sensitivity: 0.1 Lux  
NTSC Resolution: 470 TV Lines  
Elements: 380,000 Pixels  
Scanning: 525 Lines H/60 Hz V  
Distortion: Less than 1%

**Operation:**

The camera shall shall have a 360-degree continuous rotation. The pan and tilt control functions shall operate individually or simultaneously. Microprocessor remote controlled functions shall include variable speed pan and tilt, and lens remote focus/iris control. The camera shall also have one-touch 360-degree pipe scan for scanning joints, home position and 2 programmable settings.

**Pan and Tilt Color Camera, continued**

**Pan and Tilt Head Assembly:**

The camera head mounting fork shall rotate 360 degrees and allow the camera head to pan mechanically to 270 degrees providing a spherical viewing area. The housing for the head assembly shall be waterproof and hermetically sealed.

**Lighthouse:**

The camera shall have 4 high output LEDs with dual light modes. The camera shall deliver enough light for pipe up through 48".

Cameras with incandescent filament type lamps will not be acceptable.

**Wired Remote Control, Hand Held:**

Remote control shall have raised, sealed touch buttons, which are designed to be used by feel, without looking at the buttons. Unit shall control the variable speed panning and tilting of the camera head as well as the remote focus / iris adjustment. A "Home" button shall also be part of the remote control for bringing the head back to the starting position. The remote control shall be a one-touch 360-degree pipe scan button for scanning the pipe joints and 2 programmable position buttons.

**Camera Storage Case:**

A shipping / storage case shall be included and shall come equipped with a handle for easy carrying convenience. The inside of the case shall be filled with foam, which is cut out to the exact size of the camera head.

### **DVR PLAYER/RECORDER**

The inspection camera system shall be equipped with a built-in DVR player/recorder. The DVR player/recorder shall record to an SD card. It shall accept up to a 32 GB SD card. The DVR shall record video and snapshots.

### **COMBINATION CAMERA CONTROL/MONITOR UNIT ASSEMBLY**

The combination control/monitor unit shall be contained in a fitted, damage-resistant shipping case with metal reinforced edges and corners and flush mounted quick connect strap latches and flush folding carrying handle.

The combination camera control unit shall operate from a 120 volt AC, 60 HZ power source. The camera power supply shall have a solid-state power source. The unit shall have a selectable camera power supply circuit. Power for the camera light head, optional low profile light head and high performance light head, shall be supplied by the unit. There shall be a light intensity control knob, located on the front panel of the unit, which varies the power output to the light head on the camera.

The tractor controller assembly shall be built-into the unit for ease of use and portability. The controller shall consist of a direction switch for forward/reverse movement, a speed control and an overload breaker. The status indicator shall monitor volts and amps of the tractor and electrical working load levels.

The color monitor shall be housed in the combination control/monitor unit. The monitor shall be a 10 or 12" color LCD.

### **MULTI-CONDUCTOR FIBER ARMOR VIDEO CABLE**

500, 700 or 900' (depending on the model) of 3/8" diameter, fiber armored multi-conductor video cable shall be supplied, including the required end connectors. The fiber-armored cable shall be of sufficient strength to allow the camera to be pulled through a maximum of 1,000' of pipe. The cable shall include no less than ten 16/30 gauge coded copper wires that supply power to the camera and lamps, and one 7/34 copper wire coax cable to transmit the video signal. Cable shall include a Kevlar fiber armor to provide strength between the reel and the camera head. The cable shall include a nylon jacket.

### **MOTOR DRIVE VIDEO CABLE REEL**

The storage reel shall store the 700 feet of multi-conductor fiber armor video cable. The reel shall be equipped with two pneumatic tires. The reel shall be equipped with a hermetically sealed slip ring with a military spec connector to allow for the camera and cable to be pulled into the pipe without interruption of the light head power or video signal. The reel shall be constructed of stainless steel or aluminum and powder painted.

The reel shall be equipped with a hand crank for winding cable back onto the reel in an emergency. An automatic level wind shall also be provided on the reel for the assistance in rewinding cable back onto the reel. The reel shall be equipped with a wing nut brake clamp to prevent the reel from turning during transport. Data system cable length shall be immediately calculated, as it rolls off the reel using the measure wheel, instead of being measured using reel revolutions. The data shall then be transferred digitally to the screen.

The reel shall have a built-in electric motor for cable rewind. The motor shall be controlled by a built-in variable speed motor control. It shall have rewind and release. The reel shall be direct drive. It shall have a manual clutch that engages and disengages the motor. The reel drive system shall be powered by 120VAC.

### **COMBINATION STORAGE AND TRANSPORTATION CASE**

A storage and transportation case which holds the combination control unit, monitor, spare parts and manuals shall be provided. The case shall be constructed of vinyl-covered plywood with metal corners and edges, a hinged cover, flush twist snap closures and carrying handles.

## **DATA DISPLAY SYSTEM**

A Data Display system shall be provided to generate alphanumeric text and footage. The system shall overlay the data directly onto the video image supplied from the camera.

Data shall be received from several inputs on the Data Display system, including distance encoder and keyboard.

The Data Display system shall include pre-defined pipe comments, user defined pipe comments and a title page format. It shall also include a job screen where job information is entered prior to an inspection. It shall include a custom screen, which allows the operator to create an additional job screen that is user defined. It shall also have a setup screen. It shall allow the user to program information, such as time, date, manhole numbers, etc. into moveable text blocks. It shall also include a pointer, which allows the operator to point at defects in the pipe.

Other features shall include setting character color from black to white and allowing movement of the programmed text blocks to different positions on the screen. The video output from the Data Display system shall be compatible with any NTSC video camera, monitor, VCR and most pipeline inspection systems. The system shall include a compact AT style keyboard.

## **WHEELED TRANSPORTER**

A 6-wheeled transporter shall be supplied. It shall have two-speed transmission, which allows it to have more torque in a larger pipe. It shall be equipped with 3 sets of wheels to accommodate 8" through 48" diameter pipe.

It shall be equipped with 6 - 4" tires for use in 8" relined and 8" pipe. It shall be equipped with 6 - 5.0" tires for use in 10" - 15" pipe. It shall be equipped with 4 - 10" inflatable tires for use in 18" - 48" pipe. It shall also be equipped with the necessary wheel spacers. When the 4 - 10" balloon tires are installed, it shall still have six-wheel drive, as two of the smaller tires shall stay in the center drive position.

It shall be constructed of brass and stainless steel, and shall be compact to facilitate entry into small invert and manholes. It shall have a forward, neutral and reverse transmission to allow the user to pull it back in neutral, and then back into the manhole. The motor, transmission and drive enclosure shall be fully sealed. It shall be equipped with a manual gantry to raise the camera to the center of the pipe. It shall have a variable speed up to 60 feet per minute.

It shall operate with UEMSI and all other 3" diameter multi-conductor cameras.

## **VIDEO CABLE GUIDE**

A 3" X 36" video cable guide shall be provided. This shall be an all plastic, crush proof hose that stays flexible in sub-zero temperatures. It shall have a plastic cuff on each end. It shall also have a clamp and a poly rope attached.

## **ALUMINUM TOP MANHOLE ROLLER**

An aluminum top manhole roller shall be provided. This shall be constructed of 1 3/4" aluminum angle with a wall thickness of .125. It shall have a 6" rubber roller to protect the cable from abrasion. The total length of the assembly shall be about 36" long.

## **MANUALS**

An operation and maintenance manual shall be provided along with the delivery of the mini/mainline camera system.

Bid Ref No:

Date:

Page:

**PRICING PAGE**

Closed Caption Sewer Inspection  
Camera & Software As Per  
Specifications

\$ \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_



**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Bidder/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should Madison County receive information that a person is in violation of the above-referenced certification, Madison County will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then Madison County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

Madison County reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
Notary Public

**NON-COLLUSIVE BIDDING CERTIFICATION**

**(SEE GENERAL MUNICIPAL LAW - SECTION 103-D)**

BY SUBMISSION OF THIS BID, THE BIDDER AND EACH PERSON SIGNING ON BEHALF OF THE BIDDER, CERTIFY UNDER PENALTY OF PERJURY TO THE BEST OF KNOWLEDGE AND BELIEF:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
2. Unless otherwise required by Law, the prices which have been quoted in the Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder, prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
3. No attempt has been made or will be made by the Bidder to induce any other person, partnership, or corporation to submit a Bid for the purpose of restricting competition.

THE FOREGOING STATEMENT IS AFFIRMED AS TRUE UNDER PENALTY OF PERJURY.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**MADISON COUNTY  
DIVISION OF PURCHASE  
COUNTY OFFICE BUILDING  
WAMPSVILLE, NEW YORK 13163**

Bid Ref No: 14.13  
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**NON-BIDDER'S RESPONSE**

For the purpose of maintaining accurate bidder's lists and facilitating your response to our bid proposals, Madison County is interested in ascertaining reasons for prospective bidder's failure to respond to invitations to bid.

If you are not responding to this bid, please indicate your reasons by checking any appropriate items below and returning this form to the above address. Your cooperation will be greatly appreciated.

We are not responding to this bid proposal for this reason:

- Items or materials are not manufactured by us or not available to our company
- Our items or materials do not meet these specifications
- Specifications not clearly understood or applicable (too vague, too rigid, etc.).
- Quantities too small
- Insufficient time allowed for preparation of bid
- Incorrect address used. Our correct mailing address is:

\_\_\_\_\_  
\_\_\_\_\_

Other reasons: \_\_\_\_\_

\_\_\_\_\_

**PLEASE RESPOND:**

We are unable to bid at this time but would like to continue to receive Bid proposals.

We are unable to bid and wish to be removed from the interested Bidder's List.

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BID NAME:** \_\_\_\_\_ **REF. NO:** \_\_\_\_\_